

Section 4.1 - Correspondence with CA recipient



Skokomish Tribe  
(360) 877- 5213



Keith Dublanica  
<keith@skokomish.org>

To: Deborah Burgess/R10/USEPA/US@EPA  
CC:  
Subject: RE: August 24 Meeting Follow-up

08/30/2004 04:15 PM

Hi Deborah:

Likewise it was good to meet you about Brownfields. I briefed Ron Figlar-Barnes, our recently hired planner, regarding this today. I am not sure if will go to St Louis. If so the request will come to you for approval. He has copies of the QAPP, quarterly template, and health and safety plan you provided. I expect we will have either a conference call or visit to you in Olympia this week or next. Do you have a preference for date? Thanks.

Keith Dublanica  
Skokomish Natural Resources

-----Original Message-----

From: Burgess.Deborah@epamail.epa.gov  
[mailto:Burgess.Deborah@epamail.epa.gov]  
Sent: Monday, August 30, 2004 11:30 AM  
To: Keith Dublanica  
Subject: August 24 Meeting Follow-up

Good Morning Keith,  
Thanks again for meeting with me. I felt our meeting was a productive one and I am available to meet with you or your staff to answer any questions you or they might have concerning the requirements under this grant. I would like to review the items we discussed at that meeting and provide you with the sample documents I promised. Please call me if you have any questions.

Regards  
Deborah Burgess, Project Manager  
EPA Region X Brownfields/Cleanup Unit 1  
1200 Sixth Avenue, Seattle, Washington 98101  
burgess.deborah@epa.gov  
(206)553-0459 or (360)753-9079

(1) Attachment one is a sample Quality Assurance Project Plan - I presented you with a plan from another project at our meeting and the one I am forwarding now is more of an outline that you can fill in the particulars of your project. I do need to receive your completed plan at least 45 days prior to any sampling in order for funds under this grant to be accessed.

(2) Attachment two is a Sample Quarterly Report Outline - You have two options here... the first is to write one report spanning the timeline up to this date, detailing activities which occurred (or you can simply state that there was no activity during that specified time). The second option is to prepare a report for each quarter of the first year which is missing. You may change the format but as a minimum I do need to have each item covered.

(3) Attachment three is a Health & Safety Plan Outline - The outline covers a number of activities which might not all apply to your project. Choose the sections which suit your needs and forward me a copy of the final which has been signed for my files as soon as possible.

Please also forward me the following:

(1) National Historic Preservation Letter - Federally funded projects which involve construction, remediation or clean-up activities are required under Section 6 of the National Historic and Preservation Act to prepare a letter outlining activities performed to demonstrate that the site has been evaluated for historical significance. (I need this as soon as possible)

(2) Endangered Species Act - Letter stating that the site has been surveyed for any endangered species which may reside on the site or surrounding area. (I need this as soon as possible)

(3) Project Timeline - Please adjust the timelines identified within your finalized work plan for any of the activities which did not occur since the grant was awarded. (I need this as soon as possible)

(See attached file: sample assessment quarterly report 5-28-04.doc) (See attached file: Health and Safety Outline.doc) (See attached file: Sample QAPP.doc)

4.1  
**Anne McCauley**

05/05/04 04:51 PM

To: kevinb@skokomish.org

cc: Susan Morales/R10/USEPA/US@EPA

Subject: Skokomish Tribe Assessment Grant Quarterly Reports

Mr. Bourgault -

As Susan Morales has already mentioned to you, I will be working with you as EPA's Project Officer on the Assessment Grant that the Skokomish Tribe was awarded last year. I am in the process of becoming familiar with your project through the workplan, the application and the two Quarterly Reports that Carolyn LePage sent out earlier this week and wanted to touch base with you. My understanding is that you the primary point of contact for the Tribe for work relative to the Assessment Grant. Is that correct?

As I am new to the Brownfields Program, Susan will continue to be available to both you and me to answer questions and provide her expertise.

The description of activities completed to date in the two Quarterly Reports were really helpful and appreciated. However, no summary of quarterly expenditures was included and I wonder if we've provided you an example Quarterly Report to use as a guide?

And just a reminder: the Grant Terms and Conditions require that prior to sample collection using Grant funds, a Quality Assurance Project Plan (QAPP) must be reviewed and approved by EPA. If you have questions regarding this requirement, please give me a call at the number listed below.

Susan and I would like to provide whatever assistance and guidance we can to help you both successfully complete the assessment project and meet the requirements of the Grant. We would be happy to travel to your offices to meet with you and/or other folks working on the Grant. Please let me know if a meeting would be helpful and I will make arrangements.

Regards -

Anne McCauley  
Brownfields Project Manager  
U.S. EPA Region 10  
1200 Sixth Ave ECL-112  
Seattle, WA 98101

mccauley.anne@epa.gov  
Phone (206) 553-4689  
FAX (206) 553-0124



**Anne McCauley**

05/05/04 04:51 PM

To: kevinb@skokomish.org  
cc: Susan Morales/R10/USEPA/US@EPA  
Subject: Skokomish Tribe Assessment Grant Quarterly Reports

Mr. Bourgault -

As Susan Morales has already mentioned to you, I will be working with you as EPA's Project Officer on the Assessment Grant that the Skokomish Tribe was awarded last year. I am in the process of becoming familiar with your project through the workplan, the application and the two Quarterly Reports that Carolyn LePage sent out earlier this week and wanted to touch base with you. My understanding is that you the primary point of contact for the Tribe for work relative to the Assessment Grant. Is that correct?

As I am new to the Brownfields Program, Susan will continue to be available to both you and me to answer questions and provide her expertise.

The description of activities completed to date in the two Quarterly Reports were really helpful and appreciated. However, no summary of quarterly expenditures was included and I wonder if we've provided you an example Quarterly Report to use as a guide?

And just a reminder: the Grant Terms and Conditions require that prior to sample collection using Grant funds, a Quality Assurance Project Plan (QAPP) must be reviewed and approved by EPA. If you have questions regarding this requirement, please give me a call at the number listed below.

Susan and I would like to provide whatever assistance and guidance we can to help you both successfully complete the assessment project and meet the requirements of the Grant. We would be happy to travel to your offices to meet with you and/or other folks working on the Grant. Please let me know if a meeting would be helpful and I will make arrangements.

Regards -

Anne McCauley  
Brownfields Project Manager  
U.S. EPA Region 10  
1200 Sixth Ave ECL-112  
Seattle, WA 98101

mccauley.anne@epa.gov  
Phone (206) 553-4689  
FAX (206) 553-0124

grantees at an early-in-the-grant meeting. We will try to make the meeting as helpful to you and your financial folks as possible to ensure that we're all meeting the requirements imposed by the grant.

It looks as though we haven't shared with you an example quarterly report to use as template so please find attached a WordPerfect document with the example format. You do not have to use this format but it does ensure that all the quarterly reporting elements are included. I'm sorry that we didn't send the example to you earlier.

Give me a call if you have any questions. Regards -



sample assessment quarterly report 5-28-04.wpd

Anne McCauley  
Brownfields Project Manager  
U.S. EPA Region 10  
1200 Sixth Ave ECL-112  
Seattle, WA 98101

mccauley.anne@epa.gov

Phone (206) 553-4689

FAX (206) 553-0124

----- Forwarded by Anne McCauley/R10/USEPA/US on 05/28/04 01:37 PM -----



**Kevin Bourgault**  
<kevinb@skokomish.org>  
rg>

05/21/04 08:45 AM

To: Mccauley.Ann@epamail.epa.gov  
cc:  
Subject: RE: Skokomish Tribe Assessment Grant Quarterly Reports

Ms. McCauley,

I am the primary point of contact for the Brownfields Assessment Grant. I will be leaving my position at the Skokomish Indian Tribe in the end of June and will most likely be shifting reporting and assessment management duties to Keith Dublanica, Skokomish Director of Natural Resources. I will provide you contact information for the future point of contact when I things become formalized. Until then, please feel free to contact me about this grant and activities as usual.

Kevin Bourgault  
Skokomish Economic Development Planner

-----Original Message-----

From: Mccauley.Ann@epamail.epa.gov [mailto:Mccauley.Ann@epamail.epa.gov]  
Sent: Wednesday, May 05, 2004 4:51 PM  
To: kevinb@skokomish.org  
Cc: Morales.Susan@epamail.epa.gov  
Subject: Skokomish Tribe Assessment Grant Quarterly Reports

Mr. Bourgault -

As Susan Morales has already mentioned to you, I will be working with you as EPA's Project Officer on the Assessment Grant that the Skokomish Tribe was awarded last year. I am in the process of becoming familiar



**DATE: 04/29/2004**

**TO: Anne McCauley, Skokomish EPA Brownfield Coordinator**

**FROM: Kevin J. Bourgault, Skokomish Economic Development Planner**

**SUBJECT: Skokomish Brownfield Progress Report #2**

**Summary of Actions:**

- **Development of Scope of Work and Contract for Geotechnical Testing**
- **Biological and Habitat Review**

Development of Scope of Work and Contract for an environmental assessment of the WSDOT Brownfield's Property. The Skokomish Economic Development Department has completed the scope of work and contract for the environmental assessment phase of the Brownfield project and has submitted the contract for review by the Skokomish Legal Staff. Internal approval is estimated to be completed by May 3<sup>rd</sup>, 2004 and advertised by May 5<sup>th</sup>, 2004. (See attachment for a copy of the Scope of Work).

Biological and Habitat Review. Biological and habitat review of the site was completed by Skokomish Timber, Fish, and Wildlife biologist, Marty Ereth and Skokomish Timber, Fish, and Wildlife Technician Jeff Heinis on March 20<sup>th</sup>, 2004. In their professional opinion, there does not appear to be any apparent evidence of contamination in either the flora or fauna either on the WSDOT site or downstream from this area. A report of their findings will be completed and submitted upon completion of their annual stream survey project which is currently underway. A copy of this report will be submitted with the 3<sup>rd</sup> Skokomish Brownfield progress report.



**Keith Dublanica**  
<keith@skokomish.org>

To: Marybell Austin/R10/USEPA/US@EPA  
cc:  
Subject: RE: Brownfields Cooperative Agreement

08/27/2003 01:32 PM

we will.  
keith dublanica

-----Original Message-----

From: Austin.Marybell@epamail.epa.gov  
[mailto:Austin.Marybell@epamail.epa.gov]  
Sent: Wednesday, August 27, 2003 1:15 PM  
To: keith@skokomish.org  
Cc: kevinb@skokomish.org  
Subject: Brownfields Cooperative Agreement

Keith and Kevin -  
The workplan and budget look great. Please send in a hard copy, along  
with the rest of the forms. Thanks!

---

Mary Bell Austin  
US EPA, Region 10  
Brownfields Unit  
1200 Sixth Avenue, ECL-112  
Seattle, WA 98101  
206-553-4689  
Come to the FREE Brownfields 2003 conference - Oct 27-29 in Portland,  
Oregon





Keith Dublanica  
<keith@skokomish.org>

To: Marybell Austin/R10/USEPA/US@EPA  
cc:  
Subject: RE: E-copy of official Brownfields letter

08/21/2003 03:13 PM

you were faxed the next iteration today...  
keith dublanica

-----Original Message-----

From: Austin.Marybell@epamail.epa.gov  
[mailto:Austin.Marybell@epamail.epa.gov]  
Sent: Monday, June 23, 2003 10:55 AM  
To: keith@skokomish.org  
Cc: Brincefield.Timothy@epamail.epa.gov  
Subject: E-copy of official Brownfields letter

Keith -

I left a message with Kevin last week, since you were out. Congratulations on making it through Phase II of the grants process, which was highly competitive. A hard copy of the attached letter is in the mail to you; and the electronic copy will hopefully give you a chance to begin putting the needed paperwork together even before it arrives. I will be in today, out the rest of the week, and back on 6/30. Tim will be in the remainder of this week. Please don't hesitate to call either of us.

(See attached file: skokomish\_awardLtr.wpd)

---

Mary Bell Austin  
US EPA, Region 10  
Brownfields Unit  
1200 Sixth Avenue, ECL-112  
Seattle, WA 98101  
206-553-4689  
Come to the FREE Brownfields 2003 conference - Oct 27-29 in Portland, Oregon



Keith Dublanica  
<keith@skokomish.org>

To: Marybell Austin/R10/USEPA/US@EPA  
cc:  
Subject: RE: Brownfields workplan and standard forms

08/11/2003 04:57 PM

we will remedy this, thanks.  
keith dublanica

-----Original Message-----

From: Austin.Marybell@epamail.epa.gov  
[mailto:Austin.Marybell@epamail.epa.gov]  
Sent: Monday, August 11, 2003 4:37 PM  
To: Keith Dublanica  
Subject: Brownfields workplan and standard forms

Hi Keith -

On the forms, the only issues of concern I picked up are that the Lobbying Disclosure form is the old version (but I doubt this matters a lot, and am willing to send it up to grants as is); and there is no Key Contacts form (no signature needed, just names and titles filled in).

On the workplan, Kevin picked up a lot of what I suggested, but missed a few changes or additions that are still needed. They are:

p3 - last line of the Introduction section: either rephrase or remove.

p4 - In task 2.1, quarterly public meetings are discussed. Please add some info on how input from the community will be used, and a deliverable (such as a summary of each meeting, to be included in the quarterly report).

p4 - Task 2.2 still has no time frame given, or deliverables (such as a summary of findings)

p4 - Task 2.3 still has no time frame given, or deliverables (such as the contractor report, and a summary of the technical findings)

p4 - Task 2.4 still has no time frame given, or deliverables (such as a summary of the findings and a copy of any interpretive reports or recommendations)

p5 - Task 2.5 How will the community's input be used? How will it be documented? What is the time frame for this task?

pg 6 - Schedule: the time frame for each task should be included.

Budget and budget narrative - these needed to be revised as well; but the new version wasn't included in the faxed package.

I look forward to seeing the next draft, which hopefully will put us within 99% of done. Thanks!

---

Mary Bell Austin  
US EPA, Region 10  
Brownfields Unit  
1200 Sixth Avenue, ECL-112  
Seattle, WA 98101  
206-553-4689

Come to the FREE Brownfields 2003 conference - Oct 27-29 in Portland, Oregon





Kevin Bourgault  
<kevinb@skokomish.org>

To: Marybell Austin/R10/USEPA/US@EPA  
cc:  
Subject: RE: Progress on workplan and standard forms?

08/06/2003 04:44 PM

Mary,

I completed the revisions the next day and gave them to Keith. I do not know why they have not been submitted. Let me know when they are finally submitted.

Kevin Bourgault

-----Original Message-----

From: Austin.Marybell@epamail.epa.gov  
[mailto:Austin.Marybell@epamail.epa.gov]  
Sent: Wednesday, August 06, 2003 3:25 PM  
To: Keith Dublanica  
Cc: kevinb@skokomish.org  
Subject: Progress on workplan and standard forms?

Hi, Keith and Kevin -

When we spoke in July, you were anxious to get me another draft so we could finalize the package by the end of July. I haven't heard anything from you since then; so I wondered if you've hit a delay on either the workplan revisions or the forms. Please let me know how things are going, and whether there's anything I can do to help. Thanks!

---

Mary Bell Austin  
US EPA, Region 10  
Brownfields Unit  
1200 Sixth Avenue, ECL-112  
Seattle, WA 98101  
206-553-4689  
Come to the FREE Brownfields 2003 conference - Oct 27-29 in Portland, Oregon



Marybell Austin

07/08/2003 02:33 PM

To: Keith Dublanica <keith@skokomish.org>  
cc: kevinb@skokomish.org, Susan Morales/R10/USEPA/US@EPA  
Subject: RE: E-copy of official Brownfields letter

Being familiar with all the standard forms, I'm sure you'll work those through just fine (call with any questions, though - the CFDA # has changes, for instance, to 66.818). On the workplan/budget, your interests will be better protected if you send us a draft copy (email or fax) that we can look at and respond to before you finalize it and send it by mail.

For questions and drafts, I'll be here through Thursday. I'll then be out til 7/22, with Susan Morales (206-553-7299) filling in. She has a number of other folks to help, so the more we can do before I leave, the better; but please do work with her while I'm gone, to make sure the package makes it to the grants office in time. Thanks, Keith and Kevin.

---

Mary Bell Austin  
US EPA, Region 10  
Brownfields Unit

1200 Sixth Avenue, ECL-112  
Seattle, WA 98101  
206-553-4689

Come to the FREE Brownfields 2003 conference - Oct 27-29 in Portland, Oregon  
Keith Dublanica <keith@skokomish.org>



Keith Dublanica  
<keith@skokomish.org>  
>

To: Marybell Austin/R10/USEPA/US@EPA  
cc: kevinb@skokomish.org  
Subject: RE: E-copy of official Brownfields letter

07/08/2003 10:18 AM

that did work..however....our planner cannot get this out to you until the end of this week..NOT the 9th (tomorrow). Thanks.

keith dublanica  
360 877 5213

-----Original Message-----

From: Austin.Marybell@epamail.epa.gov  
[mailto:Austin.Marybell@epamail.epa.gov]  
Sent: Thursday, July 03, 2003 2:37 PM  
To: Keith Dublanica  
Subject: RE: E-copy of official Brownfields letter

Third time's the charm? These are in Word 6/7

(See attached file: skokomish\_awardLtr.doc) (See attached file: workplan\_example.doc)

---

Mary Bell Austin  
US EPA, Region 10  
Brownfields Unit  
1200 Sixth Avenue, ECL-112  
Seattle, WA 98101  
206-553-4689

Come to the FREE Brownfields 2003 conference - Oct 27-29 in Portland,



.. (See attached file: Property Profile.doc)

(See attached file: Skokomish Brownfields Potlatch WSDOT Assessment  
5-2-2005.doc)



Deborah.doc